

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 01/12/16

CLOSING DATE: UNTIL FILLED

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SCDC INTERNAL TITLE: POSTAL CENTER SPECIALIST                      SCDC POSITION #: 010150  
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM  
LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

STATE JOB TITLE: POSTAL SPECIALIST                      STATE JOB CLASS: AB10  
PAY BAND/LEVEL: 02 E  
BAND: 02      SALARY RANGE      \$ 017656 - \$ 032667                      SPECIAL INCENTIVE: NO  
HIRING SALARY RANGE:              \$ 020656 - \$ 026661      SCEIS POSITION #:      61021738

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STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:  
A HIGH SCHOOL DIPLOMA. RELATED WORK EXPERIENCE MAY BE  
SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

AGENCY PREFERRED QUALIFICATIONS:  
ONE (1) YEAR EXPERIENCE IN POSTAL OPERATIONS; OR ANY EQUIVALENT  
COMBINATION OF EDUCATION, TRAINING OR WORK EXPERIENCE.

DESCRIPTION OF DUTIES:  
RECEIVES, SORTS, AND DISTRIBUTES INCOMING MAIL; PROCESSES OUTGOING  
MAIL. COORDINATES AGENCY POSTAL SERVICES. SUPERVISES EMPLOYEES  
ENGAGED IN MAIL HANDLING TASKS. MAINTAINS RECORDS OF INSURED AND  
REGISTERED MAIL; MAINTAINS BILLING RECORDS. REQUIRES KNOWLEDGE OF  
POLICIES, REGULATIONS AND PROCEDURES FOR HANDLING MAIL, KNOWLEDGE OF  
FILING SYSTEMS AND THE MAINTENANCE OF OFFICE RECORDS. ALSO REQUIRES  
USE OF POSTAL METERS AND SCALES.  
COMMENTS:  
MUST ATTEND SCDC BASIC TRAINING